



Howard County

Internal Memorandum

Subject: Request for SAO

To: Lonnie R. Robbins, Chief Administrative Officer

From: 
Jack Kavanagh, Director
Department of Correction

Date: March 15, 2011

The Howard County Department of Corrections has experienced higher than anticipated cost during the current fiscal year which will result in a slight shortage of funds. This shortage is attributed to several factors:

- Inflationary increase for Food and Janitorial Supplies
- Increased overtime cost due to several long stay inmate hospitalizations which require additional Correctional Officer supervision
- 32% Increase of Federal Detainee intakes
 - Food cost associated with the increase (\$5.25 per day food per diem)
 - Clothing – Jump Suits, Undergarments (socks, undershirts, underwear, shoes)
 - Hygiene Article

*Please Note that this increase in federal detainees is anticipated to generate approximately \$400,000.00 in boarder revenue above last fiscal year. These revenues do not go into the Corrections budget to cover these additional expenses.

The projected shortage of funds is approximately \$50,000. Therefore, I am requesting an SAO in the amount of \$50,000 to be placed in the Department of Corrections account:

Fund:	1000000000
Business Area:	1600
Funds Center:	1600000000
Functional Area:	PSPS000000000000
G/L:	521500

Your consideration for approval of this request is greatly appreciated.

JK/

Attachments

cc: Ray Wacks
Don Stitley
Jennifer Sager
Diana Pettit